GOVERNMENT OF THE DISTRICT OF COLUMBIA

ADMINISTRATIVE ISSUANCE SYSTEM

Mayor's Order 2007-237
November 2, 2007

SUBJECT: Joint Delegation of Personnel Authority in the Office of the Attorney General for the District of Columbia

ORIGINATING AGENCY: Office of the Mayor

By virtue of the authority vested in me as Mayor of the District of Columbia by § 422 (6) of the District of Columbia Home Rule Act of 1973, as amended, 87 Stat. 790, Pub. Law 93-198, D.C. Official Code § 1-204.22 (6), and pursuant to the District of Columbia Government Comprehensive Merit Personnel Act of 1978, effective March 3, 1979, as amended, D.C. Law 2-139, D.C. Official Code § 1-601.01 *et seq.* (2006 Repl.) (hereinafter referred to as the "CMPA"), it is hereby **ORDERED** that:

A. Notwithstanding paragraphs A and B of Mayor's Order 2000-83, dated May 30, 2000, the Director of the D.C. Department of Human Resources (DCHR) and the Attorney General for the District of Columbia are jointly delegated the authority vested in the Mayor under section 406 (b) of the CMPA (D.C. Official Code § 1-604.06 (b)) (2006 Repl.), to function as personnel authority for the Office of the Attorney General for the District of Columbia (OAG), in the areas of recruitment and selection, advancement, reassignments, and separations (except for retirements), for all OAG Career, Legal, and Management Supervisory Services positions. Positions in the Excepted Service in the OAG, if any, are not covered by this Order.

B. All activities associated with the joint delegation of personnel authority specified in paragraph A of this Order shall be conducted in accordance with the applicable provisions of the CMPA; the D.C. Personnel Regulations (Title 6 of the District of Columbia Municipal Regulations); and the provisions of paragraph C of this Order.

C. Scope

   The personnel authority delegated by this Order shall be limited to activities in the areas of recruitment and selection, advancement, reassignments, and separations (except for retirements), and as outlined in this paragraph:
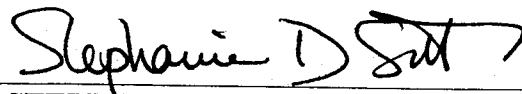
   1. The Attorney General for the District of Columbia shall be responsible for the following functions and activities:

      (a)   Identify the recruitment needs of the OAG;

(b) Develop annual recruitment plans for the OAG and oversee their execution;

(c) Forward a copy of each recruitment plan to the Director, DCHR;

(d) Coordinate the timing of recruitment activities with anticipated vacancy schedules;

(e) Prepare vacancy announcements (job requisitions) for open competition recruitment, and ensure that such announcements include information concerning the various residency requirements, qualifications requirements, selective/ranking factors, criminal background/drug and alcohol testing requirements, if any, equal employment statements, etc.

(f) Post vacancy announcements, and market and disseminate vacancy announcements of open positions using the DCHR website and other media/communication outlets, as appropriate;

(g) Evaluate applicants' credentials in accordance with the D.C. Personnel Regulations;

(h) Rate and rank applicants using valid selection criteria and established qualifications standards followed by the DCHR, appropriately apply the residency preference and, where applicable, veterans preference;

(i) Develop selection certificates as applicable;

(j) Conduct pre-employment inquiries, reference checks, and background checks/investigations for new hires and current employees in accordance with D.C. Personnel Regulations or any other applicable laws or regulations;

(k) Set starting salary of new hires, employees being promoted, and employees whose pay is being adjusted for reasons other than promotion, in strict accordance with the provisions of Chapter 11 of the D.C. Personnel Regulations;

(l) Issue offer-of-employment letters;

(m) Provide new-employee orientation and make arrangements for new-employee credentialing;

(n) Establish a process to acknowledge receipt of employment applications and their disposition and to respond to applicants' complaints concerning recruitment and selection;

(o) Prepare and maintain Merit Selection Case Files (MSCF) for each position in the Career, Legal, and Management Supervisory Services filled thru open competition;

(p) In accordance with D.C. Personnel Regulations concerning reemployment priority programs, *e.g.* the Agency Reemployment Priority Program (ARPP) and the Displaced Employee Program (DEP), obtain clearance from DCHR ARPP/DEP coordinator(s) before the advertisement thru open competition of OAG positions subject to these programs;

(q) Process personnel actions (Form 50s) for Career, Legal, and Management Supervisory Services employees in the OAG, as needed, using PeopleSoft (current personnel/payroll automated system);

(r) Submit requests for monetary incentive awards proposed in accordance with D.C. Personnel Regulations to the DCHR;

(s) Conduct reviews of performance evaluation ratings; and

(t) Provide the Director, DCHR, with quarterly activity reports of the execution of the functions and activities listed in paragraph C (1)(a) through (s) of this Order during each quarter.

2. The Director, DCHR, shall be responsible for the following functions and activities:

(a) Work collaboratively with the OAG to resolve any issues concerning the provisions of this Order;

(b) Work collaboratively with the OAG to ensure appropriate handling of changes to the agency's organizational structure, including the approval of realignments and reorganization plans;

(c) Provide full classification services to the OAG;

(d) Provide benefits administration services to the OAG;

(e) Conduct reductions in force for the OAG;

(f) Review requests for monetary incentive awards proposed by the OAG for its employees;

(g) Process all retirements for the OAG;

(h) Keep the OAG informed of job fairs and other recruitment opportunities; and

(i) Post OAG vacancy announcements on the DCHR website.

D. <u>Effective Date</u>: This Order shall become effective immediately.

ADRIAN M. FENTY
MAYOR

ATTEST: _____
STEPHANIE D. SCOTT
SECRETARY OF THE DISTRICT OF COLUMBIA